WILLOW TREE ACADEMY LLC

Parent Handbook

PROGRAM

Willow Tree Academy offers all of this within each classroom:

- A developmental program geared to the individual needs, interests, and abilities of each child.
    - Our program allows for children to be willing and capable of learning in a group care setting. If a child is visibly upset, uncomfortable, & lethargic and cannot participate in the classroom's schedule, we will use discretion for possible parent pickup.
- A consistent but flexible daily schedule which meets the child's need for vigorous play and quiet time.
- A schedule by which a child feels comfortable and secure.
- A program by which a child learns the value of good nutrition and sound health habits.
- A program which recognizes the very important role that parents play in the growth and development of their child by nurturing this parent-child relationship during the parent's absence each day.

Our school follows a center-created approach that helps foster teacher creativity & individualized techniques. Teachers are given monthly & weekly themes and are then given the opportunity to create their own lessons plans for their classroom, using these to instill the topic in a way that they feel their children will learn best & benefit from the most. This allows us to ensure all children are met on their own level and that we can build on their developmental goals appropriately in each classroom through play & instruction, balanced evenly.

Age groups offered

*Infants (6 weeks-16 months)

*Transition 16-24 months *Toddlers (2's)

*Preschool (3's) *Pre-K (4's)

* After school care

(Currently we offer pick-up from Westwood Elementary & Wilson Elementary drops off)

WEATHER AND EMERGENCY SITUATIONS

If the Center is open and a child does not attend due to inclement weather, the parent is still responsible for the payment of tuition for that day; this also applies if the center closes for weather, due to safety for staff & families. Starting Fall 2025, we will be following the Augusta County school system for weather closures and delays. This only applies to closing and delays pertaining to ice and/or snow.

TELEVISION

NBC 29 Channel 4

WHSV – Harrisonburg

We also have a Willow Tree Facebook, where we always share this information.

PARENTAL INVOLVEMENT

Parental involvement is STRONGLY encouraged. We offer an open-door policy that allows you to call or come by to check on your child at any time. You do not need an appointment!

A custodial parent may be admitted to the center. Admission may apply only when the child is in attendance.

Parental critique is appreciated. Your concern, just as ours, about your child is genuine. Keeping the "lines of communication" open s very important. If you are happy and content about your child's day and the care he/she received, then your child will gain more each day. Feel free to ask questions – Remember it's your child!

When a child is not picked up due to an emergency such as weather conditions or a disaster having occurred the staff member who is in charge shall:

- Be in communication with the parents or a designated person if possible
- Shall take the child (if necessary) to a safe place
- Shall stay with the child until an authorized person can pick up the child

PHYSICAL EXAMINATION/IMMUNIZATIONS

The Center shall obtain documentation that each child has received the immunizations required by the state board of health before the child can attend the center.

The Center shall obtain documentation of additional immunizations once every six months for children under the age of two years.

The Center shall obtain documentation of additional immunizations once between each child's fourth and sixth birthdays.

PHYSICAL EXAMINATIONS FOR CHILDREN

A. Each child shall have a physical examination by or under the direction of a physician:

1. Before the child's attendance; or

2. Within one month after attendance.

B. Exceptions:

1. Children transferring from a facility licensed by the Virginia Department of Social Services, certified by a local department of public welfare or social services, registered as a small family day home by the Virginia Department of Social Services or by a contract agency of the Virginia Department of Social Services, or approved by a licensed family day system:

a. If the initial report or a copy of the initial report of immunizations is available to the admitting facility, no additional examination is required.

b. If the initial report or a copy of the initial report is not available, a report of physical examination and immunization is required in accordance

Standards of Licensed Child Day Centers and Minimum Standards for Licensed Family Day Home require that prescription and nonprescription medicine (including vitamins, sunscreen, diaper ointment, insect repellent) may be given to a child only with the parent or guardians written consent. Sunscreen MUST be a minimum of SPF 15.

Please ensure that all medication is AGE APPROPRIATE (infant Tylenol, i.e.) and NOT expired.

Medication Policy Continued

We have staff on site who are MAT trained and allowed to administer medication to children on site, with the correct documentation.

MAT stands for Medication Administration training.

With this training, we are allowed to give prescription medication, with authorizations from the Doctor.

This also allows for us to administer diaper cream, sunscreen, ChapStick, etc.

SICK CHILD POLICY

If your child has been showing symptoms of illness such as, recurrent vomiting and/or diarrhea, we ask that your child stay home until free of these symptoms. Also, we understand that children may run fevers while teething or with ear infections; however, if the child's temperature is above 99.5 degrees, we ask that the child stay home until fever free for 24 hours. In the case that your child is diagnosed with a communicable disease (i.e., strep throat; hand, foot & mouth; flu, etc.), they must remain out until the school policy has been met. See admin for any questions. A DOCTOR'S NOTE DOES NOT ALLOW YOUR CHILD TO RETURN TO WILLOW TREE.

Injury Log policy

If a child is injured at Willow Tree Academy, an injury log is completed by the teacher(s) present

Unfortunately, homemade goodies cannot be brought from home. If you wish to send treats with your child to share for special occasions such as Valentine's Day, Halloween, your child's birthday, etc… the items must be commercially prepared.

ADMISSION AND ENROLLMENT TERMINATION POLICY

Prior to a child's admission to the Center it is necessary, if possible, for the child and a parent to come to the Center for a personal interview and observation. The visit gives the child and his/her parent an opportunity to observe the program, the schedule and to become acquainted with the teachers and the other children. It also affords the teachers an opportunity to observe the child at play and to determine his/her readiness for group participation.

Willow Tree Academy does not discriminate against children or parents regardless of race, color, creed, sex or religion. Before a child is enrolled in the Center the following must be received by the Director:

- Completed Enrollment Packet
- Recent Immunization Record & Wellness visit both SIGNED/STAMPED by the Doctor
- Social media photo release
- Two-week notice
- $105.00 non-refundable deposit
- USDA forms (if applicable)

DISCHARGE

We pride ourselves on our relationships with our families; and we do everything we can to ensure the longevity of our families to stay with us from infant-Pre-k and even moving from there to afterschool and summer camp. However, we understand that scenarios and circumstances change; and so, we ask that any family who leaves our facility to provide us a 2-week notice.

We also as a school understand that sometimes our facility is not the best fit for a child and/or their family. This can be due to several reasons; but we can also give a family a 2-weeks' notice to find alternative care if we feel this is best for everyone involved.

The center will not allow a child to leave with anyone, including a parent or guardian, who has been drinking or seems to be conducting themselves in a questionable manner.

TRANSPORTATION POLICY

Transportation for field trips is offered using the Willow Tree van; because it is an educational transport system, children are not required to be in car seats but are safely placed into seat belts that are already installed in all seats on the vehicle.

DEPARTURE AFTER HOURS

The Center closes at 5:30 pm. If a child is picked up after 5:30 pm, there is a charge of $5.00 for every five (5) minutes; this payment can be added to the child's weekly tuition for the upcoming week. This can be waived if the school receives a phone call ahead of time and is not a habitual offender. If a child is not picked up within a reasonable amount of time after 5:30 pm, the parents or guardian are called. If the parents or guardian cannot be reached, the contact persons listed on the child's enrollment form will be contacted and asked to pick up the child. Should these persons not be available, a reliable person will remain at the center. The Department of Social Services will then be contacted, and help will be requested in gaining information concerning the parents or guardian and their whereabouts.

DEPARTMENT OF SOCIAL SERVICES TUITION POLICY

For those parents who participate in the Department of Social Services payments and are obligated to make a co-pay, all co-payments are due by Friday of each week. If co-payments are not met, child cannot attend school until payment is rendered. Each child must also be swiped in and out EACH day, otherwise a child cannot stay at the center. All of these rules must be followed routinely, unless other arrangements have been made with a Willow Tree administrator. If these requirements are not met, we do reserve the right to not offer care to the family until all requirements are met.

Once you've reviewed the handbook and understand the policies implemented by Willow Tree Academy, we ask that you acknowledge your understanding by signing and returning this page upon agreement.

_____ _____

Parent/Guardian signature Date

Thank you,

Administration

_____ _____

Administration signature Date

Behavior Management Plan:

Name: _____ **Date:** _____

Plan effective Date: _____

What is my misbehavior?

- _____
- _____
- _____
- _____

Why is this behavior causing classroom disruptions?

- _____
- _____
- _____
- _____

What are the plans if a child continues the behavior?

- _____
- _____
- Parents will be called after teachers and administration have tried to redirect the child. Incident reports will be given for parents to sign.

Next Steps to correct behavior

- _____
- _____
- Parents will be called to pick up child. When called to pick up due to behavior/safety concerns this is **not optional**. Willow Tree Academy will give the parents/guardians 30 minutes to pick their child up unless other arrangements have been made and approved by the director. After pick up the child will remain out of school for the rest of the day & the following day as well.

If a child continues with misbehavior and shows no improvements with the plan, your child's care will be terminated. Please work with us to help get your child on the right track.

Parent Signature: _____ Date: _____

Director Signature: _____ Date: _____

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Name: _____ Date: _____

Plan effective Date: _____

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